JB Pritzker
Governor

Alicia Tate-Nadeau
Acting Director

Date: December 13, 2019

To: All Radiation Machine Service Providers (RMSP)
Interested Parties

From: Paul H. Brown, Supervisor
Registration, Accreditation and Certification

Informational Notice: New X-Ray Facility Lookup Link and Responsibilities

The Agency has enhanced the facility lookup feature on its website (https://public.iema.state.il.us/radhealthfacilitysearch). This directory contains all x-ray facilities that are currently registered with the Agency. It is accessible to all RMSPs, our x-ray registrants as well as the public. Any additions or updates to the directory will appear in real-time. All facilities listed are in good standing with the Agency. If a particular facility is not included, they are not registered, may be in the process of registering their facility, have past due registration fees or other compliance issues.

Use the link to familiarize yourself with the information and its search capabilities. As one will discover, one can query on individual or multiple group headings to verify a registration status. Once a particular facility is located, click on the facility profile which will provide registration information as well as a list of active/inactive equipment, each with an Agency assigned reference number.

You may wish to re-familiarize yourself with the Agency's rule, Part 322, particularly Section 322.80, as noted below, as it is the responsibility of all RSMPs to comply with this provision:

a) A radiation machine service provider who installs a radiation machine in the State of Illinois must report the installation to the Agency…

c) A radiation machine service provider who services a radiation machine in a radiation installation in the State of Illinois that is not registered under Section 24.7 of the Act must report the service to the Agency. [420 ILCS 40/25.2(c)] The report shall be submitted in writing within 15 days…

Compliance of the aforementioned section can continue to be reported on the FDA Form 2579 or by notification via letter, whichever is applicable to the type and use of the x-ray unit.

After the facility lookup search, the Agency requests the following information be provided at the bottom of FDA 2579 form or on the aforementioned notification process:

- The Facility Registration # (for registered facilities)
    - X-ray units, by reference number, that have been removed, if applicable
- No # – new
- No # –(appears to be unregistered)

When submitting the FDA forms or notification letter, scan the letter(s) or white copy of the 2579 (The yellow copy may be difficult to read.) and email to ema.radfacilities@illinois.gov. If multiple forms are needed for one facility, please indicate on the forms page # of #. You will receive an automatic response of receipt. No copies need to be mailed to the Agency.

Please share this notice with interested parties (regional offices, etc.). If you have additional questions or concerns, please feel free to contact me at paul.h.brown@illinois.gov (217-785-9978). Thank you for your cooperation in this matter.